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GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Community Services Specialist II **NUMBER:** 13-19
JOB CODE: T2000 **DATE:** 04/12/2013
SALARY RANGE: 69 (\$32,287.20 - \$48,924.00) **PCQ#:** 8824043
JOB LOCATION: Department of Mental Health
Region IV Community Services
Highway 9/US 231 North
Wetumpka, AL

QUALIFICATIONS: Master's degree in Social Work, Psychology, or another human service field, OR Bachelor's degree in Social Work, Psychology, or another human service field, plus considerable experience (48 months or more) in a human service field or experience (24 months or more) working specifically with persons with developmental disabilities.

Human services field includes the following disciplines: Social Work, Psychology, Criminal/Juvenile Justice, Special Education, Sociology, Speech Education, Rehabilitation, Counseling, Speech Pathology, Audiology, Nursing, Physical or Occupational Therapy, and any related academic disciplines associated with the study of Human Behavior, Human Skill Development, or Basic Human Care Needs.

NECESSARY SPECIAL REQUIREMENTS: Must have a valid driver's license to operate a vehicle in the State of Alabama and have a good driving record.

KIND OF WORK: This is a professional position responsible for monitoring residential and day service providers to assure compliance with all applicable standards. The employee in this position will be responsible for providing consultation and technical assistance to residential and day service providers. The employee will also be responsible for assisting in managing the incident reporting system and providing necessary follow up. Additionally, the person in this position may be responsible for some data entry into the Department's Incident Prevention and Management System (IPMS). This position requires understanding of HCBS Medicaid Waiver process and services to ensure compliance of providers and access to those supported. Furthermore, this position requires considerable verbal and written communication with 310 boards and program providers regarding service delivery, accessing resources and supports, and providing feedback from monitoring and technical assistance visits. The employee in this position may perform other special projects and assignments as required by the Regional Community Service Director.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of community service agencies in relation to persons with developmental disabilities. Knowledge of human behaviors and clinical dynamics of developmental disabilities. Knowledge of the Department of Mental Health's Incident Prevention and Management System (IPMS). Ability to interpret and explain funding requirements and standards compliance to providers. Ability to establish and maintain positive relationships with clients, families, agency representatives, and the general public. Ability to provide guidance and support to consumers, families, and community providers. Ability to effectively intervene in crisis situations. Ability to provide training and technical assistance to service providers. Ability to communicate effectively both orally and in writing. Ability to organize, plan, and implement work in an independent manner. Skilled in the use of Microsoft Office.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled